



COMDTNOTE 1650

01 JUN 2006

CANCELLED:

01 JAN 2007

COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE /FOOD SERVICE SPECIALIST OF
THE YEAR AWARDS 2007

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25(series)
(b) Coast Guard Food Service Manual, COMDTINST M4061.5(series)

1. PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2007. Intended users are all Coast Guards units with dining facilities and Food Service Specialists.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants of directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD-ROM and websites <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> and <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. An electronic version will be made available via the Commandant (CG-11) website <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>
3. DISCUSSION. The Coast Guard Excellence in Food Service Awards are presented annually to recognize those units and individuals epitomizing the best in food service professionalism.

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NON-STANDARD DISTRIBUTION:

4. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

- a. Eligibility criteria: Coast Guard Dining Facility (CGDF) of the Year will be awarded in seven categories: large, medium, and small dining facility ashore as defined by enclosure (1); large, medium, and small dining facility afloat as defined by enclosure (1); and contract dining facility as defined by enclosure (1).
- b. Evaluation criteria: All CGDF's will be evaluated on the following criteria:
 - (1) **Menu planning and food preparation:** All menus are signed by the senior FS, Food Service Officer and Commanding Officer. Menu reflects what is actually being served and the nutritional content is listed. Work area(s) are organized and efficient, products are prepared as close to serving time as possible, clean-as-you go method is utilized to the maximum extent possible, and foods are prepared IAW the Food Service Sanitation Manual (COMDINST M6240.4A). FS staff's potential/talent is maximized to the fullest extent, utilizing advanced culinary training skills when appropriate. Positive working relationship between the FSO and the Health Promotions Manager/Unit Health Promotions Coordinator that facilitates the incorporation of wellness/nutritional cooking techniques into menu planning.
 - (2) **Food presentation and serving:** All meals are presented in a way that enhances the dining experience (garnished, served in/on a serving container that the item was not cooked in, etc). Food servers/attendants are wearing clean uniforms, using disposable gloves and are knowledgeable about the products being served. The serving line is clean, the serving process is efficient, serving portions are uniform, and patrons are informed about what is available.
 - (3) **Food acceptability:** All meals are well accepted and alternate entrée selections available to the maximum extent practical for the unit. Patron feedback regarding the quality of food and level of satisfaction is encouraged and acknowledged through comment, emails and direct interaction with dining facility staff.
 - (4) **Food conservation, sanitation and safety:** The Food service operation is efficient and minimizes waste, utilizing leftovers to the maximum extent practical. All sanitation practices are employed by the DF staff to ensure a clean facility. The work area is free from trip hazards (boxes, containers, trash cans, etc.), the lighting is adequate, and knives are stored properly. FS staff/Mess Attendants demonstrate complete understanding of emergency procedures and fire extinguishers are inspected and in good working order per the unit Damage Control Petty Officer Program.

- (5) **Food service management and training:** The FSO is proactive in the daily activities of the facility and staff. Staff members know how to notify management about equipment repairs and facility issues. The FS staff/Mess Attendants are well trained and efficient in their task performance. The staff and supervisors have a strong working knowledge of their workspace and clear understanding in their role at the unit; OJT is performed frequently. The FS staff provides a return on their training investment by practicing the skills they have acquired at training. All training is documented, individual training records are current and contains entries that capture all training received.
- (6) **Supervision:** Supervisors are proactively engaged in the day-to-day galley operations and mentoring of their personnel. The Dining Facility and equipment are in good working order and work orders are submitted for equipment needing repair. Supervisors' directions and expectations are clear to the staff; with written standing orders in existence and available/posted. The FSO, Galley Supervisor and Watch Captains are providing the proper mentoring and supervision to enable the FS staff to perform their duties efficiently and properly. Adequate indoctrination program for the FS staff and Mess Attendants was developed and administered; training/indoctrination documentation is generated and maintained. The FSO actively supports all command policies.
- (7) **Receiving and storage:** Food deliveries are scheduled so that they minimally impact the food service operations. The Jack of the Dust is proficient in the performance of his/her duties. The food storage areas are clean, free from odors and organized properly for maximum storage. Hazardous materials are secured in approved storage lockers, MSDSs are accurate and updated.
- (8) **Paperwork administration:** The FSO performs all paperwork in accordance with the Food Service Manual (COMDINST M4061.5). Dining Facility Operating Statements are typically flawless. Waivers/authorizations to deviate from policy are generated, approved and available. When a mess bill is not paid within 5 working days, corrective action is taken by the command to ensure no relapse by members.
- (9) **Command attention and relations in food service:** The command is proactive in ensuring the equipment and food service spaces are safe and in good working order. Material inspections are performed and all discrepancies are corrected. The command eats at the Dining Facility; the Command Chief/Senior Chief/Master Chief is proactive in providing advocacy for the FS staff. The command provides opportunities/support/funding for the FS staff to attend training (including conferences, round ups, etc) to the maximum extent possible. The command ensures the FS staff is receiving adequate mentoring and professional development opportunities that are available to all crew members. The FS division supports command requests for service including Coast Guard Day, morale picnics, special occasion cakes, and support for Representational Facilities, cutter forces, etc. There is a harmonious relationship between the FS Staff, Comptroller/Supply Division/Executive Officer and Commanding Officer. The Food Service Assistance and Training Team has visited the unit within the last two years and any discrepancies have been noted and corrected.

- c. Nomination procedures: Commanding Officers and Officers in Charge are encouraged to nominate their CGDFs if they meet or exceed the service standards of the evaluation criteria listed in Section 4.b. The command endorsement should specifically address and provide examples of how the CGDF has excelled in all nine elements of Section 4.b. In addition, the CGDF's direct impact on the unit's overall success, mission completeness, readiness, wellness and morale should be incorporated into the command endorsement. Each unit shall complete and forward the applicable Self-Evaluation (enclosure 6 or 7) to their respective Maintenance and Logistics Command, and Food Service Assistance and Training Team (MLC-FSAT). To promote objectivity, it is highly recommended that a non-FS, Chief Petty Officer (E-7) or above, perform the Self-Evaluation and the Executive Officer/Executive Petty Officer certify the submitted Self-Evaluation. Units may request assistance by contacting their respective FSAT for guidance: MLC-FSAT Atlantic (757) 628-4396 or MLC-FSAT Pacific (510) 637-1255. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT. All nomination packages must be received by the FSAT **no later than COB 11 August 2006**. The FSAT will review all nomination packages and shall ensure all nomination packages arrive at Commandant (CG-1111), **no later than COB 25 August 2006**. Commandant (CG-1111) will convene a formal board to review all nomination packages and select three finalists in each of the seven categories. Mailing addresses for submission are:
 - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217
- d. Assistance: Instructions for the nomination package assembly are included in Enclosures 2 and 3. Examples of the Dining Facility of the Year/Excellence in Food Service submission packages are available at: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. The appropriate MLC FSAT may also be contacted for assistance.

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

- a. Eligibility criteria: A Coast Guard Food Service (FS) Specialist will be selected for this award. To be eligible, candidates must meet the following minimum criteria:
 - (1) Active duty or reserve FS in pay grade E-6 or below;
 - (2) Assigned at present unit for a minimum of 9 months;
 - (3) Within the Coast Guard weight standards during the entire evaluation period and at time of awards ceremony; and
 - (4) No mark of "Unsatisfactory" in conduct during the evaluation period.
- b. Evaluation criteria: Commanding officers shall provide the following information in the nomination letter:

- (1) Food Service Healthy Cooking Initiatives: Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
 - (2) Customer Focus, Relations, and Education: Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
 - (3) Command and Community Relations: Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors;
 - (4) Personal Development: Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities; and
 - (5) Collateral Duties: Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., displays professionalism during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).
- c. Nomination Procedures: The Commanding Officer shall forward a letter of recommendation (not to exceed 2 pages) and one CD with a digital photograph for the nominee whose performance justifies recognition above all other eligible FS'. The nomination package shall be completed by the unit and forwarded to the appropriate MLC FSAT. The deadline for submission of the nomination package to reach the appropriate MLC FSAT is **no later than COB 11 August 2006**. The MLC FSATs will DHL all nomination packages to Commandant (CG-1111), after review, **no later than COB 25 August 2006**. A selection board will review all nominations, rate them on the criteria listed above, and select the best candidate as FS of the Year.
- (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217
- d. Assistance: Instructions for the nomination package assembly are included in Enclosure 4. Examples of Food Service Specialist of the year award nominations are available at: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. The appropriate MLC FSAT may also be contacted for assistance.

6. AWARD PRESENTATION.

- a. A plaque will be presented to each first and second place Coast Guard Dining Facility and the Food Service Specialist of the Year at the 2007 Joint Military Food Service Awards presentation. Coast Guard members attending the awards ceremony must be within Coast Guard weight standards.
- b. A member from the first and second place Coast Guard Dining Facilities, along with the Food Service Specialist of the year, will have the opportunity to attend the Scholarship Program at Johnson and Wales University. All Coast Guard members attending the Scholarship Program must be within Coast Guard weight standards.
- c. All Coast Guard Food Service Specialists receiving official orders to attend the Excellence in Food Service/Dining Facility of the Year Awards Program (all or part), shall report per their orders and attend all events, trainings, and meetings listed on the official Coast Guard schedule. All attending personnel will be in the Uniform of the Day and muster daily (location will be provided in the official schedule). The official training schedule will be published and distributed approximately 10 days prior to the start of the conference and forwarded electronically, including posting at the FS Subject Matter Expert's website.

PAUL J. HIGGINS /s/
Director of Health and Safety

- Encl: (1) 2007 CGEFS Awards (Coast Guard Dining Facility and Contract Facility) Eligibility Criteria and Selection Process
(2) 2007 CGEFS Awards Recognition Ceremony and Program Timetable
(3) 2007 CGEFS Awards (Coast Guard Dining Facility) Package Assembly Process
(4) 2007 CGEFS Awards (Contract Facility) Package Assembly Process
(5) 2007 CGEFS Awards (Food Service Specialist of the Year) Package Assembly Process
(6) 2007 CGEFS Awards Coast Guard Dining Facility Self-Evaluation
(7) 2007 CGEFS Awards Contract Dining Facility Self-Evaluation

**2007 Coast Guard Excellence in Food Service Awards
(Coast Guard Dining Facility and Contract Facility)
Eligibility Criteria and Selection Process**

1. Eligibility Categories:
 - a. Large Afloat Category
 - (1) All High Endurance Cutters (378 class)
 - (2) Medium Endurance Cutters (270 class)
 - (3) All Ice Breakers (WAGB class)
 - (4) USCGC EAGLE
 - (5) USCGC ALEX HALEY
 - b. Medium Afloat Category
 - (1) Medium Endurance Cutters (210 class)
 - (2) Buoy Tenders Seagoing (WLB)
 - (3) USCGC ACUSHNET
 - (4) USCGC STORIS
 - c. Small Afloat Category
 - (1) Cyclone Class
 - (2) Patrol Boats (123' & 110' & 87' Class)
 - (3) Buoy Tenders Coastal (WLM & WLI)
 - (4) Construction Tenders (WLIC)
 - (5) Buoy Tenders, River (WLR)
 - (6) All Ice Breaker Tugs (WTGB class)
 - d. Large Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5.
 - (2) All Coast Guard Integrated Support Commands (ISC) with CG operated DF's.
 - e. Medium Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5, with exception of all ISC commands.
 - f. Small Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5.
 - g. Food Service Contract Facility Category
 - (1) USCG Academy New London, CT; USCG Groups Woods Hole, MA, Sault St. Marie, MI, and Fort Macon, NC; USCG Training Centers Cape May, NJ; Yorktown, VA, and Mobile, AL; USCG Air Stations Elizabeth City, NC; and San Diego; CA, USCG ISCs Kodiak; AK, Boston, MA, Ketchikan, AK, Portsmouth, VA, and Alameda, CA.

Enclosure (1) to COMDTNOTE 1650

2. Exclusions:
 - a. Any unit that will be unavailable for the Coast Guard Excellence in Food Service Evaluation Team (CGEFSET's) to evaluate due to maintenance or construction that will substantially affect the evaluation team process.
 - b. Private messes;
 - c. MWR and CGES dining facilities;
 - d. Secretary of Transportation Executive Dining Facility;
 - e. Department of Homeland Security Executive Dining Facility; and
 - f. USCG Training Center Petaluma.
3. Selection of Finalists: Three CGDF will be selected from each eligibility category.
4. Finalist Review Teams: CG-1111 will convene the CGEFSET's. The CGEFSET's are chartered to evaluate the three CGEFS finalists within their respective category and will include one food service professional from International Food Service Executives Association (IFSEA) and one CG-1111 staff member.
5. Review Time Frame: CG-1111 will conduct a one day on-site evaluation. The exact date of the review will not be identified. Each CGDF finalist must submit a schedule that identifies three one-week evaluation availability periods. For example, USCGC NEVER SAIL submits an availability schedule identifying in port periods as 18-22 October, 1-5 November and 29 November-3 December.
 - a. All units must be available for a physical, on-site evaluation. Units undergoing renovations/repairs, or considering performing renovations/repairs, etc, that shall or may require the closing of the Dining Facility for any period during the months of October, November and December 2006, are directed to contact CG-1111 before they submit a package for consideration.
6. Review Process: The CGEFSET's will conduct the evaluation during the dining facility hours of operation. The CGEFSET's visit will focus on Section 4.b. of COMNDTNOTE 1650.
7. CGEFS Competition Results:
 - a. First Place. The CGDF scoring the highest possible points in each category during the one-day evaluation.
 - b. Second Place. The CGDF scoring the second highest possible points in each category during the one-day evaluation.

2007 Coast Guard Excellence in Food Service Awards Recognition Ceremony and Program Timetable

1. Recognition Ceremony: A military awards recognition ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Military Sea Lift Command, Marine Corps, Army, and Coast Guard will be recognized during a joint ceremony.
 - a. CG-1111 will fund temporary duty travel expenses for first place and second place CGDF unit representatives and the FS of the Year. All Coast Guard attendees must be within weight standards.
 - (1) CGDF command representative quotas are:
 - (a) First Place-One unit representative.
 - (b) Second Place-One unit representative.
 - b. CGDF's and the FS of the Year will receive the following awards:
 - (1) IFSEA will make a presentation to each First Place CGDF.
 - (2) IFSEA will make a presentation to each Second Place CGDF.
 - (3) Commandant CG-11 will present a Gold Plaque recognizing the FS of the Year.
 - (4) First and Second Place CGDF's: CG-1111 will fund one member from each Command to attend a two-week scholarship program held at Johnson and Wales University, Charlotte, NC campus.
 - (5) FS of the Year: CG-1111 will fund the FSOY to attend a two-week scholarship program held at Johnson and Wales University, Charlotte, NC campus.
2. Program Timetable:
 - a. 11 August 2006. MLC - FSAT Atlantic/Pacific receives all nomination packages for CGEFS awards and FS of the year nominations from field units.
 - b. 25 August 2006. CG-1111 receives all CGEFS and FS of the Year nomination packages from MLC - FSAT Atlantic/Pacific.
 - c. 28 August – 08 September 2006. CG-1111 convenes a board comprising of five members to identify finalists for Coast Guard Dining Facility of the Year.
 - d. 28 August – 08 September 2006. CG-1111 convenes a board comprising of five members to select Food Service Specialist of the Year.
 - e. NLT 13 October 2006. The three finalists for each of the seven CGDF categories will be announced by ALCOAST.
 - f. October 2006 – December 2006. CGEFSET conduct on-site reviews of the finalists.
 - g. NLT 01 February 2006. Results of the finalist review (CGEFS First Place and Second Place) and the FS of the Year will be announced by ALCOAST.
 - h. March 2007. Annual IFSEA Conference and Seminar held in Kansas City, Missouri.
 - i. June 2007. Scholarship Program at Johnson and Wales University.

**2007 Coast Guard Excellence in Food Service Awards
(Coast Guard Dining Facility)
Package Assembly Process**

1. Submission of nomination package will be in a six-part folder, GSA stock number 7530-00-990-8884. Submissions become property of CG-1111 and will not be returned to the unit.
2. Cover Tab – Unit Name
3. The following will be included, in the order listed below:
 - a. Part 1 – Command Endorsement, not to exceed 2 pages in Coast Guard memo format.
 - b. Part 2 – Copy of most recent Food Service Assistance and Training Team (FSAT) analysis including Command response(s) to discrepancies.
 - c. Part 3 – Coast Guard Dining Facility Operating statements (CG-2576), audited copies from January through June 2006, most recent annual dining facility audit.
 - d. Part 4 – Cycle Menu or six weekly menus, signed by CO and FSO.
 - e. Part 5 – Pictures not more than (NMT) 4 pages of 4 photos on each page. The front and back of each page may be used for photographs.
 - f. Part 6 – Completed Dining Facility Self-Evaluation check sheet.
4. Enclosure (1)
 - a. One CD-ROM or floppy disk containing pictures formatted at:
.jpg 300 dpi or higher. (These photos will be used for the CG display; units are highly encouraged to submit photos that will ensure their unit is represented appropriately.)
 - 1 – Unit photo (NMT 2)
 - 2 – Food Service Personnel staff photo (NMT 2). All FS personnel shall be in the same uniform. The Operational Dress Uniform is not authorized.
 - 3- Units shall provide a FS staff roster listing rank and name (ex: FS2 John Doe).

**2007 Coast Guard Excellence in Food Service Awards
(Contract Facility)
Package Assembly Process**

1. Submission of nomination package will be in a six-part folder, GSA stock number 7530-00-990-8884. Submissions become property of CG-1111 and will not be returned to the unit.
2. Cover Tab – Unit Name
3. The following will be included, in the order listed below:
 - a. Part 1 – Command Endorsement, not to exceed 2 pages in Coast Guard memo format.
 - b. Part 2 – Cycle Menu or six weekly menus, signed by Project Manager and COTR.
 - c. Part 3 – Pictures not more than (NMT) 4 pages of 4 photos on each page. The front and back of each page may be used for photographs.
 - d. Part 4 – Copies (2 weeks) of The Food Service Establishment Inspection Report (CG-5154) and corrective actions taken.
 - e. Part 5 – Completed Contract Facility Self-Evaluation check sheet.
4. Enclosure (1)
 - a. One CD-ROM or floppy disk containing pictures formatted at:
.jpg 300 dpi (or higher dpi)
 - 1 – Unit photo (NMT 2)
 - 2 – Contract Personnel staff photo (NMT 2)
 - 3 – Units shall provide a contract facility staff roster (ex: Mr. John Dole).

**2007 Coast Guard Excellence in Food Service Awards
(Food Service Specialist of the Year)
Package Assembly Process**

1. Submissions become property of CG-1111 and will not be returned to the unit. Nomination packages will be submitted via DHL to the applicable address listed below:
 - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217
2. Nomination packages will include the command recommendation and a CD containing one picture (full length) of the nominee wearing Tropical Blue Long with Combination cover. The submitted picture will be in jpg 300 dpi. (or higher) format.

UNITED STATES COAST GUARD

2007 CGEFS AWARDS DINING FACILITY SELF-EVALUATION



EXCELLENCE IN FOOD SERVICE/ DINING FACILITY OF THE YEAR AWARDS PROGRAM

2007 CGEFS Dining Facility Self-Evaluation

Unit/OPFAC/Hull Number	
Commanding Officer	
Food Service Officer	
Phone/Fax numbers	
Date of last Food Service Advisory Team visit (FSAT) and name of FSAT member(s) who inspected	
Date of last Audit/Verification	
Unit mailing address	
Unit street address (if different than mailing)	
Self-Evaluation Conducted By	

FOOD SERVICE PERSONNEL: List all attached personnel.

Please use an additional sheet of paper if you have more than ten FS Personnel.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Signatures:

Self Evaluation Performed by:

Self Evaluation Certified by XO/XPO:

References

- (a) CG Food Service Manual, COMDTINST M4061.5
- (b) Food Service Sanitation Manual, COMDTINST M6240.4A
- (c) Professional Cooking, by Wayne Gisslen, 4th Edition
- (d) Armed Forces Recipe Service, NAVSUP PUB 7
- (e) Hepatitis A Immunization & Prophylaxis, COMDTINST 6230.8A
- (f) Hazard Communication for Workplace Materials, COMDTINST 6260.21B
- (g) Naval Engineering Manual, COMDTINST M9000.6E
- (h) Civil Engineering Manual, COMDTINST M11000.11A
- (i) National Electrical Code, NFPA 70
- (j) Occupational Safety and Health Act, P.L. 91-596
- (k) Cutter Training & Qualifications Manual, COMDTINST M3502.4H
- (l) Staffing Standards Manual, COMDTINST M5312.11A
- (m) Simplified Acquisition Procedures Handbook, COMDINST M4200.13G
- (n) USCG FINCEN SOP, FINCENSTFINST M7000.1
- (o) Correspondence Manual, COMDTINST M5216.4C
- (p) CG Health Promotion Manual, COMDTINST M6200.1
- (q) CG Weight Management Self-Help Guide, COMTPUB P6200.3
- (r) Training and Education Manual, COMDTINST M1500.10B

Enclosure (6) to COMDTNOTE 1650**Food Service, Menu Planning, Sanitation and Safety**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
1	Does the unit have a mechanism for crew members/customers to convey their dining concerns, e.g., menu advisory board, direct email, face to face, customer survey card? Are all concerns addressed appropriately? Recommendation			
2	Does the unit utilize cycle menus and are they updated weekly/quarterly with emphasis on nutrition and the requirements of the food guide pyramid? Is the nutritional content posted on the menu? Ref: (a) Food Service Manual (b) CG Health Promotion Manual			
3	Is the CGDF menu signed and posted? Does it reflect the actual items being served, including open galley items? Ref: Food Service Manual			
4	Is an alternative entree offered? Ref: Professional Cooking			
5	Are meals designed to maximize the efficiency of the FS staff, food preparation areas/equipment and Dining area? Ref: Professional Cooking			
6	Are the AFRS or other approved recipes used to guarantee proper food preparation, presentation, serving and holding temperatures? Ref: Food Service Manual			
7	To the maximum extent possible, are nutritional cooking techniques utilized by the FS staff? Ref: (a) Professional Cooking (b) CG Health Promotion Manual			
8	Is the salad bar used to its maximum potential by serving various salads and vegetables? (PB's/LORAN, etc may be limited by product availability and or serving space restrictions) Ref: Professional Cooking			

Food Service, Menu Planning, Sanitation and Safety

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
9	To the greatest extent possible, are food items prepared using progressive cookery techniques? Ref: (a) Armed Forces Recipe Service, NAVSUP P7 (b) CG Health Promotion Manual			
10	Are proper food handling procedures followed during preparation of meals? (use of sanitized thermometers, clean uniforms, food service gloves, clean as you go, etc) Ref: (a) Professional Cooking (b) Food Service Sanitation Manual			
11	Is food attractively displayed and are proper temperatures maintained, serving techniques, and utensils used when serving? (What level of effort is used to enhance the serving line, does the line provide for a smooth flow of patrons, etc?) Ref: (a) Food Service Sanitation Manual (b) Professional Cooking			
12	Is a sneeze guard present on the salad bar and serving line? (Is it secure and clean?) Ref: Food Service Sanitation Manual			
13	Is the Dining Facility and serving/dining areas clean and well maintained? Ref: Food Service Sanitation Manual			
14	Does the dining facility use portion control? Ref: Professional Cooking			
15	Does the CGDF practice complete utilization of foods to avoid spoilage and waste? Ref: Professional Cooking			

Enclosure (6) to COMDTNOTE 1650**Food Service, Menu Planning, Sanitation and Safety**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
16	Does the unit utilize thermometers calibrated to plus or minus 3° F to ensure proper temperatures are maintained during storage, thawing, cooking, and holding? Ref: (a) Food Service Sanitation Manual (b) Professional Cooking			
17	Are all leftovers handled IAW COMDINST M6240.2A, Food Service Sanitation Manual, including the proper covering and labeling, " Leftover Use Within 24 Hours" and does the label include the preparation time/date, expiration time/date? Ref: Food Service Sanitation Manual			
18	Are chopped or ground foods and leftovers cooled to 41°F or lower within 4 hours? Ref: Food Service Sanitation Manual			
19	Are leftovers reheated to 165°F for at least 15 seconds within two hours and then held at 140°F or above until served? Ref: Food Service Sanitation Manual			
20	Is the galley, mess deck, and scullery properly cleaned after each meal? Ref: Food Service Sanitation Manual			
21	Is the employee operating the scullery familiar with performing the requirements like changing the water, soap, etc? Ref: Food Service Sanitation Manual			
22	Are all dinnerware and flatware free from chips and cracks and is there sufficient quantity to handle the volume of patrons and to allow for proper wash and drying time? Ref: Food Service Sanitation Manual			

Food Service, Menu Planning, Sanitation and Safety

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
23	Are all wash, rinse, and sanitize procedures including time/temp being followed for both manual and machine washing? Ref: Food Service Sanitation Manual			
24	Are <u>all</u> refrigerators and freezers operating properly and have internal thermometers? Ref: Food Service Sanitation Manual			
25	Are temperature logs maintained on <u>all</u> cold food storage spaces? Ref: Food Service Sanitation Manual			
26	Are <u>all</u> stored foods wholesome and free of odors, and are they stored properly? Ref: Food Service Sanitation Manual			
27	Are bulk reefers/freezers equipped with emergency escape alarms and tested daily? (shipboard regulation) Ref: (a) Food Service Sanitation Manual (b) Naval Engineering Manual			
28	Are all potentially hazardous foods (PHF) kept outside the danger zone (41° F to 140° F) other than during the preparation period? (Not exceeding the 4-hour rule) Ref: Food Service Sanitation Manual			
29	Are sanitation practices strictly adhered to throughout the entire food service area? Ref: Food Service Sanitation Manual			

Enclosure (6) to COMDTNOTE 1650**Food Service, Menu Planning, Sanitation and Safety**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
30	Does the unit have an active pest control program? Ref: Food Service Sanitation Manual			
31	Are all forms of tobacco prohibited in food service areas? Are personnel who use tobacco products in compliance with all Sanitation practices? Do tobacco users have appropriate tobacco use area? Ref: (a) Food Service Sanitation Manual (b) CG Health Promotion Manual			
32	Are hand-washing signs conspicuously posted in the vicinity of food service spaces and other appropriate locations places? Ref: Food Service Sanitation Manual.			
33	Do all food service personnel exhibit clean work habits and wear clean uniforms, including safety shoes, while involved in food service operations? Ref: Food Service Sanitation Manual			
34	Are the exhaust hoods free of accumulation? Ref: Food Service Sanitation Manual			
35	Is the galley range exhaust hood equipped with an approved fire suppression system? Is the FS staff familiar with the operation of the system and the temperature the fusible link will engage the suppression system? Ref: (a) Food Service Sanitation Manual (b) Civil Engineering Manual			
36	Is one 15 lb CO ₂ or 6 lb dry chemical fire extinguisher easily accessible near each galley range? Is the inspection performed as per unit policy? Ref: Food Service Sanitation Manual			

Food Service, Menu Planning, Sanitation and Safety

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
37	Are toxic items plainly labeled and segregated from food items and food service equipment? Ref: Food Service Sanitation Manual			
38	Are Material Safety Data Sheets easily accessible to personnel and do they understand their use? Ref: (a) Food Service Sanitation Manual (b) HazCom for Workplace Materials			
39	Does all equipment meet NSF standards? Ref: Food Service Sanitation Manual			
40	Are all electrical power cords in good condition? Ref: Food Service Sanitation Manual			
41	Are ground fault circuit interrupters present in outlets located within 6 feet of sink(s) and do they operate properly? Ref: National Electrical Code, 210-8 (shore CGDF only) Occupational Safety and Health			
42	Is ice-making equipment approved and is the ice scoop stored in a way that protects it from contamination? Ref: Food Service Sanitation Manual			
43	Are plumbing systems free of cross connections? Ref: Food Service Sanitation Manual			

Enclosure (6) to COMDTNOTE 1650

Food Service, Menu Planning, Sanitation and Safety

44 EQUIPMENT CLEANLINESS AND MAINTENANCE

Ref: Food Service Sanitation Manual

<i>ITEM</i>	<i>EXCELLENT</i>	<i>GOOD</i>	<i>POOR</i>	<i>SAFETY HAZARD</i>	<i>REPLACE</i>	<i>NONE</i>
Beverage dispenser						
Can opener						
Cash register						
Coffee maker						
Convection oven						
Conventional oven						
Cutting Boards						
Deck, Deck drains						
Deep fat fryer						
Dishwasher						
Drawers/Cabinets/Counter tops						
Galley lighting						
Garbage disposal						
Grill						
Knives						
Microwave						
Milk dispenser						
Mixer						
Proof box						
Range burners						
Safe						
Scale						
Serving utensils						
Sinks/Faucets						
Slicer						
Soda Machine						
Steam jacketed kettle						
Steam table						
Steam table inserts/Serving trays						
Toaster						
Wiping cloths (in sanitization solution)						

Remarks

Dining Facility Administration

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
45	Were proper procedures followed during relief of the FSO? Ref: Food Service Manual			
46	Has the FSO been designated in writing by the CO/OIC? Ref: Food Service Manual			
47	Has the FSO prepared for the CO/ OIC unit specific instructions for the guidance of personnel to include all of the following: Ref: Food Service Manual			
48	Does the unit use the Meal Sign-In Sheet, (CG-4901)? (shore based) Afloat-Officer's Mess and visiting personnel Ref: Food Service Manual			
49	Does the unit utilize the current meal rates and follow proper sale of meals procedures? Are the bills submitted to patrons as soon as possible after the billing period? Are any mess bills unpaid after the 5 th working day of the month? Ref: (a) Food Service Manual (b) COMDT COGARD, R 301631 Z DEC 05			
50	Are Individual Credit Accounts (CG-3476) filled in completely including required signatures? Ref: Food Service Manual			
51	Are funds from sales of meals/stores collected within 5 working days and are checks written correctly and include EMPLID? Ref: Food Service Manual			

Enclosure (6) to COMDTNOTE 1650**Dining Facility Administration**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
52	Is the cash log maintained in the proper format and reflect all transactions? Ref: Food Service Manual			
53	Are copies of checks/Money orders made and funds remitted to Bank of America in a letter of transmittal? Ref: (a) Food Service Manual (b) COMDTCOGARD MSG R211444Z JUN 02. (c) FINCEN SOP			
54	Are transmittal letters filed in the month they were transmitted and collection receipts filed in the month they were received? Ref: Food Service Manual			
55	Is the unit utilizing the Prime Vendor resource if it is available in the area? Ref: (a) Food Services Manual (b) Simplified Acquisition Procedures Handbook			
56	Is the unit utilizing Prime Vendor supplied Food Service equipment? Ref: Food Service Manual			
57	Are purchases over \$2500.00 approved by the Contracting Officer? Ref: Simplified Acquisition Procedures Handbook			
58	Are only authorized personnel signing receipts and invoices and are all food items checked against each invoice? Ref: Food Service Manual			
59	Are all item purchased for the dining facility authorized? Ref: Food Service Manual			

Dining Facility Administration

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
60	Are Call Record Sheets completed for all purchases? Ref: (a) Food Service Manual (b) Simplified Acquisition Procedures Handbook			
61	Are purchase documents forwarded to the correct address at FINCEN or DSCP? Ref: (a) Food Service Manual (b) FINCEN SOP			
62	For perpetual inventory units, is price averaging being performed to the nearest cent, and are the price average sheets attached to the receipt? Ref: Food Service Manual			
63	Are physical inventories being conducted monthly for PVA or every (3) months for Perpetual Inventory units? Is the Provision Inventory Report (CG-4261) reviewed and signed monthly by the CO/OinC? Ref: Food Service Manual			
64	Are stock record cards accurate and do they reflect correct recording of receipts, expenditures, adjustments, and inventory type? (Book/Physical/Spot Check) Ref: Food Service Manual			
65	Are only authorized food items posted together on Stock Card (NAVSUP-766) or Provision Ledger (CG-4246)? Ref: Food Service Manual			
66	Are Inventory Adjustments (CG-3114) properly used and signed by the CO/OinC when required and filed in the unit reports? Ref: Food Service Manual			

Enclosure (6) to COMDTNOTE 1650**Dining Facility Administration**

67. Randomly pick and count 10 Dry store and 10 Chilled/Freezer items from the stock cards and compare with an actual physical count	BINV	PINV	DIF. + or-	Unit Price	Total gain or loss value-
Ref: Food Service Manual					
DRY STORES ITEMS					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
REEFER/FREEZER ITEMS	BINV	PINV	DIF+/-	Unit Price	Total Value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Remarks <hr/> <hr/>					

Dining Facility Administration

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
68	If the unit maintains the PVA system, are prices marked clearly on each item? (strongly recommended) Ref: Food Service Manual			
69	If a required physical inventory was postponed, is there a memorandum from the CO/OinC authorizing a book inventory in the monthly CGDF Files? Were spot checks performed in lieu of the actual inventory? (strongly recommended) Ref: Food Service Manual			
70	If a survey was conducted, were proper procedures followed? Ref: Food Service Manual			
71	Are all Issue/Sales Slips (CG-2581's) completed as prescribed for issues, sales, and transfers? Ref: Food Service Manual			
72	Is the unit properly claiming the following ration allowances: Ref: Food Service Manual			
	BDA and standard increases if applicable			
	Operating supplements			
	All BAS Allowance			
	Extraordinary Operating Condition (EOC)			
	Subsistence In Kind (SIK)			
	Special Meal Supplements (SMS)			
	Flight Meals			
	Reimbursable issues (1149)			
	Reservists			
	Cadet Rations			
	Newly established mess			
73	Is the Daily Ration Memorandum (CG-3123) or Daily Ration Cost Record (CG-3471) signed by the XO/XPO or designated representative and does it support the Summary Ration Memorandum? Ref: Food Service Manual			

Enclosure (6) to COMDTNOTE 1650**Dining Facility Administration**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
74	Does the XO/XPO sign the Summary Ration Memorandums at the end of each month? Ref: Food Service Manual			
75	Is the Daily Ration Cost Record (CG-3471) maintained as prescribed? Ref: Food Service Manual			
76	Do all rations claimed on the Daily Ration Cost Record (CG-3471) reflect the totals on the Summary Ration Memorandum (CG-3123) and CG Dining Facility Operating Statement (CG-2576)? Ref: Food Service Manual			
77	Are purchases documented on the Daily Ration Cost Record (CG-3471) for the PVA system? Ref: Food Service Manual.			
78	Is the Dining Facility Operating Statement (CG-2576) completed as prescribed? Ref: Food Service Manual			
79	Are lines 15-20, 34-37, and line 39 of the CG Dining Facility Operating Statement (CG-2576) being documented in the remarks block? Ref: Food Service Manual.			
80	Is "ALL BAS" indicated in the Class of Mess block of the (CG-2576), if claimed? Ref: Food Service Manual.			
81	Are CGDF files arranged according to the Food Service Manual, COMDTINST M4061.5? Ref: Food Service Manual			
82	Does the unit maintain 36 months of Meal Sign Sheets, Individual Credit Accounts and Cash Logs? Ref: Food Service Manual			
83	After utilizing the appropriate testing procedure based on the inventory management system used at the unit, was the inventory within compliance of the specified standards? Ref: Food Service Manual			

Dining Facility Administration

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
84	Was the Annual Audit and Inventory Verification completed within the last 12 months? Ref: Food Service Manual			
85	Are all Paperwork Management requirements fulfilled? Ref: Food Service Manual			
86	Does the command provide training, availability and/or funds to send FS personnel to advanced training? Ref: Training and Education Manual			
87	Is the number of mess attendants assigned sufficient to meet the needs of the CGDF? Is indoctrination training provided to all Mess Attendants and recorded via documentation? Ref: Staffing Standards Manual			
88	Have all food service personnel been screened by a medical department representative? Is documentation generated and maintained? Are employee Health Records reviewed to ensure all immunizations are up to date? Ref: Food Service Sanitation Manual			
89	Have all food service personnel been indoctrinated in personal hygiene and food service sanitation? Is documentation of the indoctrination generated and maintained? Ref: Food Service Sanitation Manual			
90	Have food service personnel received 06 hours of annual refresher sanitation training? Is documentation generated and maintained? Ref: (a) Food Service Sanitation Manual (b) Food Service Manual			
91	Are all FS Training Records maintained IAW The Training Manual? Ref: Cutter Training & Qualifications Manual			

Enclosure (6) to COMDTNOTE 1650**Dining Facility Administration**

2007 CGEFS Dining Facility Self-Evaluation		YES	NO	N/A
92	Are all training records current and reflect the training received. Ref: Cutter Training & Qualifications Manual			
93	Does the health services representative inspect the Dining Facility weekly and is it reported on CG-5145? Is documentation generated and maintained? Ref: Food Service Sanitation Manual			
94	Is a government fraud sign posted in a conspicuous location? Ref: Food Service Manual			
95	Discuss with the FSO and Command any concerns/inquiries with regard to the process for CGEFS Awards/FS of the year program. Discuss with FSO and Command any program level concerns/inquiries, ensure follow up to all concerns/inquiries (No score for this block)			

NOTES

UNITED STATES COAST GUARD

2007 CGEFS AWARDS CONTRACT DINING FACILITY SELF-EVALUATION



EXCELLENCE IN FOOD SERVICE/ DINING FACILITY OF THE YEAR AWARDS PROGRAM

**2007 CGEFS AWARDS
CONTRACT DINING FACILITY
SELF EVALUATION**

Unit/OPFAC/	
Commanding Officer	
Contracting Officers Technical Representative (COTR)	
Phone/Fax Number	
Name of Contracting Company	
Food Service Manager	
Unit mailing address	
Unit Street Address (if different from mailing address)	
Self-Evaluation Conducted By	

FOOD SERVICE PERSONNEL: List all attached personnel.

Please use an additional sheet of paper if there are more than ten personnel.

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

Signatures:

Self Evaluation Performed by:

Self Evaluation Certified by XO/XPO:

References

- (a) CG Food Service Manual, COMDTINST M4061.5
- (b) Food Service Sanitation Manual, COMDTINST M6240.4A
- (c) Professional Cooking, by Wayne Gisslen,
- (d) Armed Forces Recipe Service, NAVSUP PUB 7
- (e) Hepatitis A Immunization & Prophylaxis, COMDTINST 6230.8A
- (f) Hazard Communication for Workplace Materials, COMDTINST 6260.21B
- (g) Naval Engineering Manual, COMDTINST M9000.6E
- (h) Civil Engineering Manual, COMDTINST M11000.11A
- (i) National Electrical Code, NFPA 70
- (j) Occupational Safety and Health Act, P.L. 91-596
- (k) Cutter Training & Qualifications Manual, COMDTINST M3502.4H
- (l) Staffing Standards Manual, COMDTINST M5312.11A
- (m) Coast Guard Acquisition Procedures, COMDINST M4200.19H
- (n) USCG FINCEN SOP, FINCENSTFINST M7000.1
- (o) Correspondence Manual, COMDTINST M5216.4C
- (p) CG Health Promotion Manual, COMDTINST M6200.1
- (q) CG Weight Management Self-Help Guide, COMTPUB P6200.3

Enclosure (7) to COMDTNOTE 1650

<p align="center">2007 CGEFS-CONTRACT DINING FACILITY</p> <p align="center">SELF-EVALUATION</p> <p align="center"><u>OPERATIONS MANAGEMENT</u></p>	YES	NO	NA
<p>1. Does COTR have copy of “Appointment Letter” specifying duties from the Contracting Officer?</p> <p>Ref: Appointment Letter from Contracting Officer</p>			
<p>2. Has COTR completed initial training/refresher requirements for filling a COTR Position?</p> <p>(Federal Acquisition Institute or “The COTR”, a CD-ROM)</p> <p>Ref: (a) TAM 1242.70</p> <p> (b) Coast Guard Acquisition Procedures</p>			
<p>3. Does COTR have contract files set-up in accordance with appointment letter?</p> <p>Ref: Appointment Letter from Contracting Officer</p>			
<p>4. Is COTR reviewing and submitting monthly invoices in accordance with appointment letter?</p> <p>Ref: Appointment Letter from Contracting Officer</p>			
<p>5. Are the menus designed using nutritional guidelines?</p> <p>(USDA Food Guide Pyramid, FDA’s Daily Values (DVs), World Health Organization (WHO), American Heart Association (AHA), etc.)</p> <p>Ref: (a) The Professional</p> <p> (b) Cooking Essentials for the New Professional Chef</p> <p> (c) The Professional Chef’s- Techniques of healthy cooking</p>			
<p>6. Is the Contractor providing the nutritional requirements in accordance with the Performance Work Statement (PWS)?</p> <p>Ref: (a) PWS</p>			
<p>7. Do menus provide nutritional information for customers to review? (i.e. fats, calories, portion sizes, etc.)</p> <p>Ref: (a) PWS</p> <p> (b) The Professional Chef’s- techniques of healthy cooking</p>			

2007 CGEFS-CONTRACT DINING FACILITY SELF-EVALUATION <u>OPERATIONS MANAGEMENT</u>	YES	NO	NA
8. Are fish and poultry integrated throughout the menu cycle? Ref: Health Promotion Manual			
9. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: (a) Food Service Manual (b) Professional Cooking			
10. Are hot vegetables provided without added fat or butter? Ref: (a) Health Promotion Manual (b) The Professional Chef's – Techniques of healthy cooking			
11. Are all entrée's displayed attractively? Ref: Professional Cooking			
12. Is the salad bar utilized to its maximum capacity? Ref: Health Promotion Manual			
13. Does the Contractor promote the nutritional "Five a Day" program? Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotions			
14. Does the Contractor conduct Public/Private Partnership Programs to promote healthy eating? (i.e. poster, brochures, etc.) Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotions			
15. Does the Contractor have a customer comment/critique program? Ref: (a) PWS (b) Presenting Service: The Ultimate Guide to the Foodservice Professional			

Enclosure (7) to COMDTNOTE 1650

<p align="center">2007 CGEFS-CONTRACT DINING FACILITY</p> <p align="center">SELF-EVALUATION</p> <p align="center"><u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>16. Does the approved menu reflect the actual items being served?</p> <p>Ref: Food Service Manual</p>			
<p>17. Is the Contractor meeting all “Purchasing Specifications” in accordance with the Performance Work Statement?</p> <p align="center">(i.e. product, size, packaging and quality or grade)</p> <p>Ref: PWS</p>			
<p>18. Does the Contractor’s receiving clerk verify that the quantity, quality, and price of items are consistent with orders placed?</p> <p>Ref: (a) Quantity Food Production, Planning and Management (b) Selection and Procurement for the Hospitality Industry</p>			
<p>19. Is the Contractor using the first in, first out (FIFO) stock rotation method?</p> <p>Ref: ServSafe Coursebook</p>			
<p>20. Does the Contractor have a master-cleaning schedule that details what will be cleaned, when, how and by whom?</p> <p>Ref: (a) Design and layout of Foodservice Facilities (b) Quantity Food Production, Planning and Management</p>			
<p>21. Does foodservice equipment bear either a NSF International or Underwriters Laboratories logo?</p> <p>Equipment should have one of the following:</p> <p align="center">(1) (NSF) International Mark (2) (UL) Sanitation Classification Mark</p> <p>Ref: (a) ServSafe Coursebook (b) Design and layout of Foodservice Facilities (c) Quantity Food Production, Planning and Management</p>			

2007 CGEFS-CONTRACT DINING FACILITY SELF-EVALUATION <u>OPERATIONS MANAGEMENT</u>		YES	NO	NA
22. Is mise en place being utilized in performing all tasks? Ref: (a) Professional Cooking (b) The Professional Chef				

Enclosure (7) to COMDTNOTE 1650

<p align="center">2007 CGEFS-CONTRACT DINING FACILITY</p> <p align="center">SELF-EVALUATION</p> <p align="center"><u>RISK MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>1. Does the Contractor meet all the components regarding the Hazard Communication Standard Program (HCS), also known as “Right-to-know”?</p> <p>A written policy stating the establishment’s intention to comply with OSHA requirements.</p> <p>An up-to-date, written list of every chemical product stored and used at the establishment, including product name and its location in the establishment.</p> <p>A Material Safety Data Sheet (MSDS) for each chemical on the inventory list.</p> <p>Easy-to-read labels on each chemical container.</p> <p>A written copy of the establishment’s training program for employees.</p> <p>Ref: (a) OSHA Requirement (b) Workplace Safety Program</p>			
<p>2. Does the Contractor have an active MSDS Inventory System in place?</p> <p>Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook</p>			
<p>3. Does the Contractor hold weekly, monthly, or quarterly meeting to emphasize safety issues and resolve specific problems?</p> <p align="center">(Must be documented)</p> <p>Ref: (a) Food Service Sanitation Manual (b) Workplace Safety Program</p>			
<p>4. Does the Contractor have a Crisis Management Team to deal with possible foodservice liabilities?</p> <p>Ref: (a) Food Service Sanitation Manual (b) Workplace Safety Program</p>			

2007 CGEFS-CONTRACT DINING FACILITY SELF-EVALUATION <u>RISK MANAGEMENT</u>	YES	NO	NA
5. Are all perishable foods kept outside the danger zone (41-140 degrees, four hours)? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
6. Are refrigerators clean and free of mold and odors? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
7. Are raw meats, poultry, and fish stored (refrigerator) in vertical order based on the minimum internal cooking temperature? (Foods with the highest internal cooking temperature should be placed at the lowest shelves of the refrigerator) Ref: Servsafe Coursebook			
8. Is food stored six inches above the floor or deck? Ref: (a) Food Sanitation Manual (b) Servsafe Coursebook			
9. Are dry storage items stored at least six inches off the floor and away from the walls? Ref: Servsafe Coursebook			
10. Are bulk freezers equipped with emergency escape alarms? Ref: Food Service Sanitation Manual			
11. Is the ice scoop stored in a way that protects it from contamination? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			

Enclosure (7) to COMDTNOTE 1650

<p align="center">2007 CGEFS-CONTRACT DINING FACILITY</p> <p align="center">SELF-EVALUATION</p> <p align="center"><u>RISK MANAGEMENT</u></p>	YES	NO	NA
<p>12. Are non-food items stored separately from food items?</p> <p>Ref: Food Service Sanitation Manual</p>			
<p>13. Does the unit have an aggressive Integrated Pest Management program to control insects and rodents?</p> <p>Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook</p>			
<p>14. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Food Service Sanitation Manual</p>			
<p>15. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Food Service Sanitation Manual</p>			
<p>16. Are hand-washing signs posted in the vicinity of food service areas?</p> <p>Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook</p>			
<p>17. Do food service personnel wear the proper work attire?</p> <p align="center">(hair restraints, clean clothing, removal of jewelry, etc.)</p> <p>Ref: Servsafe Coursebook</p>			
<p>18. Are food service safety instructions posted in the vicinity of food service equipment?</p> <p>Ref: Food Service Sanitation Manual</p>			
<p>19. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures?</p> <p>Ref: Food Service Sanitation Manual</p>			

2007 CGEFS-CONTRACT DINING FACILITY SELF-EVALUATION <u>RISK MANAGEMENT</u>	YES	NO	NA
20. Are proper thawing procedures used? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
21. Does a representative from Health Services inspect the Dining Facility weekly? Ref: Food Service Sanitation Manual			
22. Are proper food handling procedures followed during preparation? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
23. Are leftovers covered and dated with expiration time? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
24. Is a sneeze guard present on the salad bar and serving line? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			
25. Are water temperatures within correct range when utilizing the Three-Compartment Sink method? Ref: (a) Food Service Sanitation Manual (b) Servsafe Coursebook			

Enclosure (7) to COMDTNOTE 1650

<p align="center">2007 CGEFS-CONTRACT DINING FACILITY</p> <p align="center">SELF-EVALUATION</p> <p align="center"><u>HUMAN RESOURCES MANAGEMENT</u></p>	YES	NO	NA
<p>1. Does Contractor have an Employee Orientation and Training program in place? (Must provide documentation)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry (b) Supervision in the Hospitality Industry</p>			
<p>2. Does Management motivate employee to become self-assured and independent in their jobs?</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry (b) Supervision in the Hospitality Industry</p>			
<p>3. Is Contractor performing effectively in Scheduling Employees? (Does operation seem to have enough personnel to keep up with demand?)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry (b) Supervision in the Hospitality Industry</p>			

2007 CGEFS-CONTRACT DINING FACILITY SELF-EVALUATION <u>MARKETING MANAGEMENT</u>	YES	NO	NA
1. Does Contractor aim to discover consumers' wants and needs and satisfy them? Ref: (a) Hospitality and Travel Marketing (b) Hospitality Marketing Management			
2. Do menus reflect an atmosphere and "feel" of the operation? Ref: (a) Hospitality and Travel Marketing (b) Hospitality Marketing Management			
3. Are foodservice market trends being observed and incorporated into menus? Ref: (a) Hospitality and Travel Marketing (b) Hospitality Marketing Management			
4. Are serving lines and pantry areas well Merchandised? (i.e. promotions, tent cards, signs, posters, displays etc.) Recommendation			